

***U.S. Department of Education
Student Financial Assistance***

SDLC/IPT Project Work Plan

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SDLC/IPT Project Work Plan

1 Introduction

This is the Project Work Plan for the U.S. Department of Education Student Financial Assistance (SFA) Software Development Life Cycle/Integrated Product Team (SDLC/IPT) project. This plan describes how the Modernization Partner (Impact Innovations Group, Inc. and Andersen Consulting) will work with SFA to perform this assignment. This document will serve as the foundation for project communications and project management, and will be updated throughout the life of the project.

2 Background

The SFA organization has been working with the Modernization Partner to provide SFA with a SDLC methodology for use by IPTs. An IPT is defined as a multidisciplinary team leveraging different skills and competencies to address a business problem. The IPT process was identified as a framework for the teams to use in defining a business problem and developing its solution. It is based on the systems development life cycle but can be applied to any business situation.

The purpose of this project is to provide SFA with a guidebook for use by the IPT teams based on the existing IPT Processes, the SDLC methodology and IMPACT's Delivery to Order (DTO) methodology. The guidebook will describe the use of templates, deliverable outcomes, signoff controls, roles and responsibilities within each phase in a format that is easy to understand and follow. The checklists and templates within the guidebook, when used, should allow the SFA to capture key project metrics that will accurately reflect the success or failure of a project.

2.1 Problem Assessment

In the 2nd quarter of FY 2000, the Modernization Partner was tasked to develop an IPT Process that was based on Andersen Consulting's Business Integration Methodology (BIM). It consisted of the SDLC life cycle phases and associated templates. Several IPTs began to use the IPT Process, and feedback from its use and management reviews have indicated a need to expand the IPT process based on the SDLC.

2.2 Solution Recommendation

The Modernization Partner will review the existing SDLC and IPT documentation. We will then work with SFA to streamline this methodology, customized for the SFA environment and their project teams. SFA's SDLC and current IPT process will be provided as input for this project.

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3 Project Scope

The work associated with this project is comprised of the following key components:

- A. Planning – Document key tasks and schedule that need to be accomplished in order to successfully complete the above objectives. This will include the definition of milestones for each stage of this task.
- B. Update SDLC/ IPT Process - The scope of this initiative is to update the existing IPT process. It will describe the templates, deliverable outcomes, signoff controls, roles and responsibilities within each phase. The deliverable component of this task will be a guidebook of not more than 100 pages, not inclusive of the templates, checklists and other addendums.
- C. Deployment Guide - Develop and document a strategy for socializing the new SDLC/IPT Process within the SFA organization. Specifically, develop a detail plan for deploying and supporting the teams through orientation and training. This includes developing a “Road Show” presentation that the SFA executives can use to market the process internally. The presentation should not exceed 25 slides, and will be created via Microsoft PowerPoint.

4 Solution Approach

4.1 Project Work Plan

The work plan is outlined in the attached Microsoft project plan schedule. The project schedule will serve as our road map for the length of this particular engagement. Additional tasks may be added to the schedule as needed provided they don’t exceed the scope of the project. Deliverable dates are firm.

5 Project Management

The following sections will provide information on the overall project management and how the management issues should be handled within the team.

5.1 Project Organization

The core team for the SDLC/IPT effort includes:

Student Financial Assistance

–Helene Epstein
–Connie Davis

Deputy Chief Information Office, eCAD
Chief of Staff for Helene Epstein

Modernization Partner

–Yateesh Katyal
–Tom Day
–Geoff d’Alelio
–Mike Sapp
–Amanda Farris
– Lee Dixon
–Antonio Bobbitt

Program Manager
Project Manager
Project Lead
Business Manager
Senior Business Analyst
Senior Business Analyst
Senior Business Analyst

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- Ganesh Reddy Office of Deputy CIO, IT Enterprise Management
- Barbara Schluderman Office of Deputy CIO, IT Enterprise Services

- **Other Team Members Will Include:**
 - Cheryl Queen FMS, Electronic Document Management
 - Sandy England FOTW
 - Stephen Hawald CIO
 - George Oberle Office of Deputy CIO, IT Innovations
 - Mike Rockis Office of Deputy CIO, eCAD
 - Paul Pesavento Office of Deputy CIO, IT Business Services
 - Jan Morgan SEI
 - Charles Ryan SEI

5.2 Project Control Procedures

The Core Team will utilize Microsoft Project plans and weekly status meetings to ensure that all activities, milestones and deliverables are done on time and in the quality expected. The Core team will mutually agree on any project controls, prior to putting them into place.

5.3 Solution Acceptance

The Acceptance criteria for deliverables have been agreed to in the approved T.O. Change Control procedures. Given the fixed time and budget for this project, all scope changes to the project plan must need to be addressed as either substitutions to the current deliverables or as a contract modification. All requested changes must be discussed and agreed upon by SFA and the Modernization Partner. If all parties agree to a scope change, then the Modernization Partner will provide the client with a Level of Effort (LOE) within five business days.

5.4 Status Reporting

Status meetings will be held on a weekly basis. In order to ensure that the status accurately reflects accomplishments and issues raised, they will be reviewed with the core team prior to being submitted formally.

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5.5 Risk Management

Risk	Mitigation	Impact
Contract scope management	Continually reviewing the scope versus tasks assigned to ensure that they are in agreement.	The contract must be reviewed and re-negotiated for the inclusion of anything outside the current scope.
Deliverable Acceptability	Meet with representatives for the recipients to mutually agree upon the terms of the acceptance. Document and distribute the acceptance to the representatives after obtaining sign-offs.	Deliverables will not meet the expectation of the client and the deliverable will not be accepted. Therefore, the schedule and budget will not be met.
Milestone Management	Ensure that the deliverables are scheduled in enough time to flow through the draft, review and update cycle. Raise any issues, which are going to impede the progress of a milestone to the appropriate project management in order to ensure that the milestones can be met.	Milestones missed will impact other tasks and may jeopardize future milestones for the project. Any milestone changes must be pre-approved with the SFA project team.
Scheduling of SFA Personnel	Provide the SFA personnel with enough time to schedule meetings and discussions such that they are not an impediment to obtaining the required information.	Inability to schedule SFA personnel during the time frame outlined in the project schedule may result in: <ul style="list-style-type: none">• Delays in future task completion• Input from these sources may not be included in SDLC/IPT process guide

5.6 Project Repository

The official Project Repository will be maintained on the Modernization Partner network, at the Aerospace Building, 901 D St., Washington D.C.

6 Schedule and Budget

6.1 Work Breakdown Structure

This section presents the project Work Breakdown Structure (WBS). The WBS is a systematic, graphical approach for identifying the elements inherent in performing the project. It is a product oriented, not time-phased hierarchy of the work to be done.

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The WBS is maintained in the attached Microsoft Project plan. The plan will be updated as tasks are completed and will be submitted for review and acceptance as the first deliverable.

6.2 Schedule

The project schedule will be maintained in the attached Microsoft Project plan. The plan will be updated as tasks are completed and will be submitted for review and acceptance as the first deliverable.

7 Assumptions

- The dates stated on the table of deliverables are based on a start date of September 18, 2000.
- SFA shall have 14 days from receipt of each deliverable to review and provide comments or questions. If the deliverable substantially meets the acceptance criteria, then the deliverable shall be approved for payment. If the deliverable contains material errors or omissions, then the Modernization Partner shall have 7 days to correct and re-submit the deliverable, and SFA shall have an additional 7 days to review the revised deliverable. The Modernization Partner will promptly use commercially reasonable efforts to correct errors in each deliverable.
- Minor revisions to the Project Work Plan and the SDLC/IPT Process will be performed through the end of the performance period.
- The SDLC/IPT Process Guide will be comprised of a five phase approach.
- The SDLC/IPT Process Guide will include three major sections; Methodology, Processes, and Templates.
- Training content will be based on the approved outline guide.
- Travel is not anticipated for this task order.
- The project team will coordinate with existing IPTs, eCommerce Application Development (eCAD), and the Program Management Office (PMO) in order to accomplish the objectives of this task order. These other resources will be obtained in to support activities laid out in this task order as needed.